

# FACULTY NEWSLETTER

From the  
Dean of Academic Services  
and the

Dean of Technical/Occupational Services

October 29, 1990

Vol. 1, No. 4

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## FROM THE SUGGESTION BOX

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In the last issue of this newsletter we had not answered Ms. Terry's question regarding whether the College would pay the salary of an instructor who participated in the Fulbright Teacher Exchange Program.

We discussed her question at the last meeting of the Administrative Staff. President Umphrey said that he was not aware of any policy that would prevent the college from paying the salary of a member of the Shelton State faculty when that faculty member participated in a teacher exchange program involving a one-for-one faculty swap, i.e. an exchange which would stipulate that the salary of the instructor who replaced the Shelton faculty would be paid by his (or her) home institution and that this "foreign" instructor would carry a teaching load equivalent to that normally carried by the Shelton faculty member involved in the exchange.

Faculty exchanges of this type are a good idea. Faculty are encouraged to pursue such opportunities as are available.

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Fran Turner has suggested that we distribute copies of this newsletter to members of the support staff. She also has suggested that we provide a second copy machine for faculty on the Skyland Campus, this additional copy machine to be located in the western section of the building.

Both these suggestions will be considered at a forthcoming meeting of the Administrative Staff, and you will be informed of the decision regarding them in a later issue of this newsletter.

## SHELTON ANNOUNCES NEW ENGLISH POSITION

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The College is announcing an opening on its faculty for an English instructor. This will be a half-time position. The duties of the position will be primarily, but not exclusively, teaching pre-freshman, developmental courses. The closing date for receipt of applications is November 2, 1990. Inquiries regarding this position should be submitted to the Personnel Director, James R. "Rick" Rogers.

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## NEW REGISTRATION PROCEDURES

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After considerable creative work by the Division of Student Services and others, the College has developed and adopted significantly new and different procedures for registration. These will be implemented in the Winter Quarter.

In the next couple of days, you should receive, a detailed explanation of these procedures and your role in them.

Actually, what faculty will do in the new system is not very different that what they do now. Still, we think that you will be pleased with the new system. It has the potential to eliminate many of the registration problems that we have experienced in the past.

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## DEAN OF ACADEMIC SERVICES ADDS NEW STEP TO PURCHASING PROCEDURE

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Beginning immediately, the Business Office will return copies of all completed purchase orders made in response to requisitions from



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New Purchasing Procedure (cont.)

faculty and staff of the Academic Instructional Division to the Dean of Academic Services. It will be the responsibility of the Dean to forward the purchase order to the faculty or staff member who made the request for purchase. From that point on, the purchase procedure will operate as it always has done.

This new step in the purchase procedure was added at the request of the Dean of Academic Services.

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#### CHANCELLOR INTERPRETS SICK LEAVE BANK POLICY

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Chancellor Fred Gainous recently received a request for an interpretation of ASBE policy as it applies to the following question:

"If any employee who is a participant in a sick leave bank has accrued more than the maximum 180 days of sick leave, (for example 192 days), may he donate, on August 31, the excess days to the sick leave bank and still carry 180 days into the next work year?"

The Chancellor's interpretation of the intent of ASBE policy was that the number of donated days would count against the maximum available for carrying over, and, therefore, the employee in the example above who donated twelve days could only carry forward 168 days. The Chancellor's reasons in support of his interpretation were:

1. The 180-day limit on sick leave was adopted to limit the financial liability of each college with respect to the number of days for which sick leave could be paid. To allow for any exception to this limitation is to, in effect, breach the purpose for which the limit was established.

2. The sick leave bank guidelines are specifically designed to allow an employee to donate to others sick leave which he (or she) ordinarily would have available to himself (or herself). The excess of sick leave over 180 days would not be available for use by the employee after the end of the respective year. Therefore, neither would it be available to be donated by the employee. Any days which are donated during a given year will be considered to have been donated from the days which the employee had available to carry forward into the ensuing academic year.

(From the Alabama College System,  
Legal Advisor, Fall, 1990)

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#### MEASLES IMMUNIZATION POLICY PUT ON HOLD

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You may remember having read a memo to your students stating that proof of measles immunization would be required to register next quarter. We now learn that the Department of Postsecondary Education has not completed its plans to implement this policy. You should tell students that they may register just as they have done in the past, i.e. without concern for documenting whether they have had measles immunization.

As soon as we get further word regarding this policy, we will let you know.

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#### NEW LABORATORY COURSES FOR MATH, ENGLISH, AND READING

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When you see the Winter Quarter Schedule of classes, you will notice that a **laboratory** now is required for each student who registers for **developmental courses** in math, English, and reading.



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New Lab Courses (cont.)

The required labs are indicated in the listing for each developmental course on the schedule. The labs also are listed separately. We hope that this is not too confusing.

The important point to remember is: when you sign a student up for a developmental course in either English, math, or reading, you must also sign that student up for the required laboratory.

If you have questions regarding other aspects of this new requirement, please refer them to the respective division chairs for math, English and reading.

Also, you will receive further information about this matter at the faculty briefings which will be held in conjunction with Winter Quarter registration.

The math lab is MTH 080; the English lab is ENG 080; and the reading lab is RDG 080.

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NEW LIBRARY SCIENCE COURSES  
 TO BE REQUIRED FOR  
 STUDENTS IN ENG 101 AND ENG 102

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On the Winter Quarter schedule, you will notice something else that is new. Beginning with the Winter Quarter, each student who is registered for ENG 101 or ENG 102 will be required to register also for either LBS 101 or LBS 102 respectively.

As with the new developmental labs, the required library science courses will be included in the schedule listing for ENG 101 and ENG 102 and will also be listed separately.

Once again, the important point to remember is: when you register a student for ENG 101 or ENG 102, you must also register them for LBS 101 or LBS 102.

MORE FROM THE  
 NEW STANDARDS OF PROGRESS

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Academic Bankruptcy

1. A student may request in writing to the Registrar to declare academic bankruptcy under the following conditions:
  - a. If fewer than three (3) calendar years have elapsed since the quarter for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during that one quarter provided the student has taken a minimum of 30 quarter credit hours of coursework at the institution since the bankruptcy quarter occurred. All coursework taken, even hours completed satisfactorily, during the quarter for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.
  - b. If three (3) or more calendar years have elapsed since the recent quarter for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during 1-3 quarters provided the student has taken a minimum of 30 quarter credit hours of coursework at the institution since the bankruptcy quarter occurred. All coursework taken, even hours completed satisfactorily, during quarter(s) for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.
2. When academic bankruptcy is



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New Standards of Progress (cont.)

declared the term "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each quarter affected.

When academic bankruptcy is declared, the transcript will reflect the quarter of its implementation and the transcript will be stamped "ACADEMIC BANKRUPTCY IMPLEMENTED".

3. A student may declare academic bankruptcy only once.

4. Implementation of academic bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

Academic Honors

Two-year colleges shall provide selected academic honors to recognize and promote notable student achievement.

These academic honors shall include, but not be limited to:  
(1) Dean's List and (2) President's List.

**DEAN'S LIST**

A Dean's List shall be compiled at the end of each quarter. Requirements for the Dean's List shall be (1) a quarterly grade point average of 3.5 or above but below 4.0 and (2) completion of a minimum quarterly course load of 12 quarter credit hours of college-level work.

**PRESIDENT'S LIST**

A President's List shall be compiled at the end of each quarter. Requirements for the

President's List shall be (1) a quarterly grade point of 4.0 and (2) completion of a minimum quarterly course load of 12 quarter credit hours of college-level work.

For both the Dean's List and the President's List, developmental (pre-collegiate) courses carrying grades of "A-F" will be calculated in the quarterly GPA. However, developmental courses will not count toward the minimum course load requirement.

More to come on the new Standards of Progress in subsequent issues of this newsletter.

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**ANN CAPEL  
TO HEAD PROOFREADING  
OF COLLEGE CATALOG**

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Bennie Ford, Chair of the Standing Committee on Instruction, Curriculum, and Learning Resources, acting upon a recommendation of the Subcommittee on the College Catalog, has requested the appointment of "specific people not on the committee" to help in the process of proofreading the college catalog.

In response to this request, Ann Capel has been put in charge of proofreading the catalog. Ann will coordinate her activities with the Evelyn Mettee and Rosemary Blethen, co-chairs of the Subcommittee on the College Catalog.

Ann will select those other members of the faculty and staff who will help her in this important task. If you would like to serve in this capacity, we are sure that Ann would like to hear from you.